

SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

Classification Title – Procedures Development Coordinator, 9622

Date Posted – 21 September 2010

Pay Grade/Salary Range – Grade 13, \$2,670.20 - \$3,554.70

Agency – Military Affairs, Division of Emergency Management

Work Location –Frankfort, Franklin County

Agency Comments – This position is an Unclassified, Non-Merit, Non P-1 position under KRS 36.040(1)(r).

General Job Duties –Coordinate Mitigation professional staff and performs analysis, development and recommendations for Mitigation Policies and Procedures and writes procedures manuals. Serves as liaison to management regarding Mitigation Programmatic requirements. Create/Draft memos and corresponds with sub applicants. Write departmental reports, creates procedures manuals and quarterly project reports. Researches and evaluates FEMA regulations regarding Mitigation grants. Utilize the State financial system (EMARS) to implement Mitigation grants and payments. Provides technical assistance to other mitigation personnel. Monitor and reconcile fiscal accounts.

Minimum Requirements – Education: Graduate of a college or university with a bachelor's degree. Experience: Must have four years of administrative experience. Substitution Clause: Education: Graduate study will substitute for the required experience on a year-for-year basis. Experience: Additional administrative experience will substitute for the required education on a year-for-year basis.

General Description of Benefits – Excellent benefits including paid health and life insurance, vacation and sick leave, holiday pay, retirement and optional deferred compensation plan.

How to Apply – Contact Teresa Lee, HR Specialist III, Department of Military Affairs at teresa.lee2@us.army.mil or 502-607-1237.

Application for Deadline – 01 October 2010